

# CHANGE ANNOUNCEMENT

## CASE RECORD DOCUMENTATION GUIDE

Effective 09/30/2005

### CHANGES

1. The section for documentation of the activity **Placement** has been revised to add another Documentation Element and another Documentation Methodology.
2. Document Element: Added the element—**What was the result of the weekly consumer contact?**
3. Document Methodology: Added the methodology — “**Copy of Weekly Job Search Record in case file**” as another option for documenting the weekly consumer contact.

### VRIS UPDATE

A revised version of the Case Record Documentation Requirements date 9/30/05 has been posted to VRIS: Program Manual Main Menu: Policy. You may need to refresh your browser in order for the newly posted version to appear.

### TEAM COMMUNICATION

This is a minor change that makes the Case Record Documentation Requirements consistent with the Placement Standards. Receipt of this announcement by staff with a reminder in a Team Meeting should suffice as an implementation strategy.

### STATE OFFICE CONTACT

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